

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: HR-3-7	Effective Date: July 1, 2015	Version: 2.0
<b>[REVISED] POLICY TITLE: LIMITED PERSONAL USE OF STATE PROPERTY/RESOURCES</b>		

## **I. PURPOSE**

Effective July 1, 2015, IC 4-2-6-17 prohibits state employees and special state appointees from using state materials, funds, property, personnel, facilities, or equipment for purposes other than official state business unless the use is expressly permitted by a general written agency, departmental, or institutional policy or regulation that has been approved by the State Ethics Commission. This policy establishes guidelines for limited personal use of state property/resources by state employees and special state appointees of the Department of Child Services (DCS). This policy was approved by the State Ethics Commission on June 11, 2015.

## **II. APPLICABILITY**

This policy applies to all state employees and special state appointees of DCS. This policy replaces/rescinds any previous limited use policies adopted by DCS.

## **III. POLICY**

DCS recognizes that state employees and special state appointees are responsible individuals who are the key to making government work for its citizens. It further recognizes that employees and special state appointees occasionally need to use state property/resources for emergencies and other infrequent personal activities that cannot reasonably be handled away from work. These activities might include communicating with schools, child-care providers, physicians and others. DCS believes that accommodating occasional and limited use of state resources provides a public benefit of attracting and maintaining a diverse, well-rounded workforce. Such limited, personal use of state property/resources should not be considered a violation of the Indiana Code of Ethics.

The parameters of permissible use under this policy are as follows:

1. The use must not interfere with the performance of official duties and work responsibilities;
2. The use must be infrequent, of short duration and, unless not reasonably practical, made on the state employee's or special state appointee's personal time;
3. The use must not be for the purpose of conducting business related to an outside commercial activity;
4. The use must not be for an illegal activity;
5. The use must not be for a political purpose. A political purpose does not include handling or disposing of unsolicited political communications;

6. A state employee or special state appointee shall not make private use of any state property which has been removed from state facilities or other official duty stations, even if there is no cost to the State, unless otherwise approved.
7. The use must be in accordance with the current version of the Information Resources Use Agreement (“IRUA”). The restrictions in the IRUA apply to all Information Resources including, but not limited to, state hardware, software, data, information, network, personal computing devices, phones and other information technology;
8. The use must not violate any other ethics rules or agency policies.

#### **IV. COMPLIANCE**

Directors, supervisors, and managers are responsible for monitoring the appropriate use of state property/resources within their areas of supervision and for referring matters for investigation and/or discipline to the Office of Inspector General. Employees and special state appointees who violate this policy are subject to disciplinary action by both DCS and the Office of Inspector General & State Ethics Commission.

#### **V. LEGAL REFERENCE**

1. [42 IAC 1-5-12 Use of state property](#)
2. [42 IAC 1-5-13 Ghost employment](#)
3. [IC 4-2-6-17: Use of state property for other than official business; exceptions; violations](#)
4. [IC 4-2-7-5: Code of ethics; use of state property for political purpose; filing ethics complaint](#)

#### **VI. EFFECTIVE DATE**

July 1, 2015

#### **VII. ENDING DATE**

Upon rescission

APPROVED June 19, 2015  
Mary Beth Bonaventura, Director  
Department of Child Services

A signed copy is on file.